

Personnel Management  
DOD Priority Placement Program

**Summary of Changes.** This handbook provides guidance on the use of the DoD Priority Placement Program (PPP) by the California National Guard.

**Applicability.** California National Guard Full-time Personnel Regulation (CNGFPR) applies to all California Army and California Air National Guard technician and to commanders, managers and supervisors (military or civilian) with authority or responsibility over full-time personnel management.

**Proponent and Exception Authority.** The proponent of this regulation is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested Improvements.** Users of this regulation are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

**Distribution.** Distribution of this regulation is Army - A and Air Force - F.

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1. Purpose.

National Guard technicians who will be or were involuntarily separated from a permanent technician position for reasons other than cause may be registered in the Department of Defense (DoD) Priority Placement Program (PPP). PPP is a tool to assist in transitioning to other federal employment.

2. Programs.

There are several different PPP programs that have been established and, depending on your particular situation, you may receive consideration under these programs. Typically with National Guard technicians they are:

a. Program A - This program is for employees undergoing a Reduction-in-Force (RIF) where a “reasonable offer” was not provided. Program A registrants receive higher priority than any other program within the PPP. Program A registrants are rare within the California National Guard, and if applicable to your case, a specific briefing on the program and its requirements will be provided.

b. Program G - This program is for the registration and referral of eligible National Guard technicians who have applied for, or are receiving an annuity under the provisions of Title 5, USC section 8456 or 8337(h),

respectively. Basically, National Guard technicians, who will be or have been separated due to a service connected medical disability that disqualifies them from military membership, are mandatory registrants in Program G.

c. Program K - National Guard technicians are eligible for competitive service positions under Section 544 of Public Law 102-484 (as amended by Public law 104-106) if they lose military membership through no fault of their own, have completed at least 15 years of technician service, and have a minimum of 20 years of service creditable for reserve military retirement. National Guard technicians are mandatory registrants if they are eligible for and receive severance pay. Registration is optional for all other technicians. National Guard technicians may register upon receipt of a notice of proposed separation and up to one year after the separation date. National Guard technicians involuntarily separated, for reasons other than cause or disability, are also eligible for status for purposes of transferring to the competitive service by Public Law 99-586.

d. Program Z - The Defense Outplacement Referral System (DORS) provides voluntary registration and referral of DoD employees to DoD activities, non-DoD Federal agencies, state and local governments, non-profit organizations, and private sector employers in the United States. Registrants for Program A are not eligible for DORS; however, Program G and Program K registrants may elect to be considered through Program Z.

### **3. Priority Placement Program Registration Worksheet.**

Registrants must take the time to read and carefully complete the CNG Form 690-43, Priority Placement Program Registration Worksheet, and provide the requested documentation. The registration form needs to be returned to the Human Resources Office within 30 days of your involuntary separation. Failure to return the form or to provide complete information may negatively impact your registration in PPP. Mandatory registrants will be enrolled into PPP using the latest information contained in their Official Personnel Folder. If additional information is provided, it will be used to enroll the individual or to update the enrollment. Registrants who are not mandatory registrants must request enrollment and complete the CNG 690-43 in order to be enrolled into PPP.

### **4. Qualifications.**

Employees need to be flexible in their decisions when registering in the PPP and carefully consider their options to increase their placement opportunities. Think about your skills. You may register for jobs which you are "*sufficiently well qualified.*" This means you would be able to begin performing the duties of typical positions with orientation only. Job offers will only be made to those registrants who can perform all aspects of the job description.

### **5. Mobility.**

Seriously consider where you might be willing to relocate outside the commuting area. If a registrant is willing to relocate, chances for continued employment are greatly increased.

### **6. Regular Updates.**

Registrants must keep the HRO informed. In order to give the proper consideration for positions, registrants are strongly encouraged to provide us with an updated OF-612 (Optional Application for Federal Employment) and/or resume at frequent intervals. College transcripts and any special licenses are also helpful and sometimes necessary. We also need to know how to reach each registrant. Registrants can use the CNG Form 690-44, Priority Placement Program Notice of Address Change to inform the HRO of changes in contact information. If a placement match occurs, we need to be able to reach the registrant for special information or a job offer and respond to the matching agency within 48 hours. Failure to notify us of a change in address and/or telephone number may negatively impact registrants' consideration for a job match.

### **7. Frequently Asked Questions.**

a. How will the California National Guard assist you in finding another DoD job?

Priority Placement Programs provide the primary method by which employees are afforded maximum opportunity for placement assistance in other DoD positions and locations. The PPP has been called the most effective outplacement program in the Federal service. It is an extremely effective placement assistance system established and maintained to minimize the adverse effects on employees due to such actions as drawdown, base closure, consolidation, contracting out and classification decisions. This highly acclaimed placement system has received the personal support and sanction of every Secretary of Defense since its inception in 1965.

b. How effective is the DoD PPP in placing RIF-affected employees?

To date, over 150,000 employees have been placed through the PPP nationwide. More placements could have been made. However, for personal reasons, and despite the fact that employee relocation expenses are paid in accordance with the Joint Travel Regulations, some employees are not willing to relocate to other DoD facilities where vacancies exist. Employees who are willing to relocate can greatly enhance their placement opportunities.

c. How does the DoD PPP work?

Employees affected by RIF, and those who decline to accompany their function, either by transfer or management reassignment to another commuting area, are registered in a computerized system that is operated in Dayton, Ohio, by the Priority Placement Support Branch. As vacancies occur, supporting civilian personnel offices use a computer system to tell the Center in Dayton to immediately refer the resumes of employees who match the title, series, and grade of their vacant position and who have indicated availability for placement at their DoD location. This referral and matching process can take as little as 24 hours from the time an employee is registered in the PPP.

d. How are employees referred for placement under the PPP?

Employees are referred using a numeric priority (1 through 3). The priority assigned is based on the severity of the employee's proposed personnel action. For example, an employee facing RIF-separation with no offer of continued employment is assigned a Priority 1, while an employee with a RIF offer of a change to lower grade one grade below their current grade held, is assigned Priority 3. Priority 1 employees must be considered for placement before priority 2 and 3 employees. Additionally, the priority assigned determines which recruitment actions are "stopped" when a match occurs.

e. What happens when resumes are received at a DoD Civilian Personnel Office?

Fully qualified resumes that reflect priorities 1 or 2, stop all recruiting actions and the job is offered to the highest priority registrant. Priority 3 resumes permit the selection of a current employee of the component, e.g., Army, Navy or Air Force, but stops new appointments, including reinstatements, and transfers from outside the component.

f. Is the offer mandatory, or does the gaining activity manager have a choice?

Any offer made in accordance with PPP procedures is mandatory for the gaining activity. This mandate is rigidly enforced. Again, the registrant must be well qualified for the job including meeting any reasonable, special qualifications.

g. How do managers feel about the mandatory placement of registrants in their vacant positions?

Nationally, PPP has outstanding support from commanding officers and managers since they understand the reason for PPP placements. Additionally, they know that they are getting a well qualified employee. Many civilian managers have been placed through the DoD PPP, and they owe the continuity of their careers to this program. Obviously, they are strong supporters.

h. Are there any statistics on the success of these mandatory placements?

Managers have indicated in surveys that more than 90 percent of all PPP placements resulted in their receiving an employee who was equal to or better than candidates selected through the merit promotion process.

i. With that type of success, the registration requirements must be rigid. Are they?

In order to be registered, the employee must be "sufficiently well qualified", that is, be able to satisfactorily perform the duties of the position with orientation only, and the registrant's performance and conduct must not be in question. The "sufficiently well qualified" determination is initially made by the registering personnel office and confirmed between the registering and gaining activities before offers are confirmed.

j. How many offers does the registrant have from which to choose?

One. The employee is told at the time of registration that only one valid offer is authorized, so they must be careful to register for locations and skills that are acceptable to the registrant. They are allowed up to four days to accept or decline an offer once it has been formally presented.

k. Can the employee select any DoD installation in the world for registration purposes?

No. The employee's supporting civilian personnel office determines the appropriate geographic area necessary to afford a reasonable opportunity for placement. The employee may then designate activities in that area which are acceptable. The geographic areas for which registration is made are determined on such criteria as the skill(s) for which the employee is "sufficiently well qualified" and how well represented those skills are in that geographic area. For example, skills that are common at many DoD locations could dictate a more narrow referral area than unusual skills that are not widely represented within the DoD.

l. Is the DoD PPP cost effective?

The General Accounting Office has reviewed the effectiveness of the DoD PPP and reported that millions of dollars are saved each year in severance pay and unemployment compensation avoidance. Additionally, there is a substantial savings, as well as the non-monetary benefits of retaining skilled people within DoD.

m. How can I register in the DoD PPP?

Contact the Directorate for Human Resources and complete the PPP Registration Worksheet. Consider your skills. You may register for up to five types of jobs for which you are "sufficiently well qualified". This means you would be able to begin performing the duties of typical positions with orientation only. Think seriously about where you might be willing to relocate outside the commuting area. Your supporting civilian personnel office will establish geographic parameters within which you are eligible to register, based on availability of jobs

for your skills. This is very important because the area must be broad enough to reasonably provide an offer, yet you must be very sure that you will accept a job at that location if offered. One declination of a valid job offer removes you from the PPP. Consider whether you would be available for lower grades knowing that your pay will likely be protected. Be sure to stay in touch with your Human Resources Office. They must be able to contact you promptly when an offer is forthcoming or when an expansion or revision of your registration is advisable.

#### **8. Miscellaneous.**

The PPP is a tool to assist placing Federal employees in other positions. However, the PPP is not a guarantee of a job. Sometimes individuals do not meet the “*sufficiently well qualified*” criteria but would qualify for a vacancy announcement on the same position. The PPP may not be used for placement at a higher grade than that which was previously held. A registrant’s continued career with the Federal government is in the registrant’s hands. Registrants must be proactive in locating other employment. The PPP does not place every registrant in another federal job.

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